

Board of Health Minutes
Monday, May 14 2012
Yadkin County Health Department
Yadkin County Human Resources Building
Commissioners' Conference Room

Board of Health Members present: Dr. Lynn Allred, Veterinarian; Anna Hamby, Chairperson/Citizen; Gail Hinson, Citizen; Dr. Alexander Snyder, Physician; Ronnie Swaim, Pharmacist; Anne Watkins, Citizen; and Frank Zachary, County Commissioner

Staff present: Trish Belton, Administrative Officer/Clerical/Dental Supervisor; Martha Powell, Nursing Supervisor; Monecia Thomas, Director; Joan Wagoner, WIC/Nutrition Supervisor; and Chuck Wood, Environmental Health/Health Education/Preparedness Supervisor.

TOPIC:

Call to Order

Anna Hamby, Chairperson, called the meeting to order.

Adjustment and Approval of Agenda

Anna Hamby, Chairperson, asked for any adjustments to the agenda. Monecia Thomas requested the addition of four budget amendments and the Fee and Collection Policy changes to the Agenda. Commissioner Zachary made a motion to approve the Agenda with the additions, seconded by Ronnie Swaim. The motion carried.

Public Comments

*Deborah Dennis, Family Nurse Practitioner, spoke regarding the YCHD staff shortages. She mentioned the loss of 2 part-time providers last year, the proposed county changes for the loss of several staff positions this year and the May 9 county email that references YCHD staff positions.

*Dr. James McGrath, YCHD Medical Director, spoke in regards to being aware of budget cuts and having to work with limited resources, but he is also aware of maintaining volume which drives revenue. He stated that it is counterproductive to have a nurse completing the duties of a lab technician.

*Karen Rodriguez spoke from a patient perspective about the care she has received by the YCHD staff over the years. She spoke of the value of the WIC program and her involvement with the Reproductive Health and Safety curriculum and the Environmental Health program.

*Lisa Ivester, Registered Nurse, spoke regarding the acuity level of the health department patients that are treated in our health clinics. She also mentioned the lab technician duties that would have to be the responsibility of the clinic nurses.

Minutes

Dr. Snyder made a motion to approve the March 20, 2012 meeting minutes with no corrections or additions, seconded by Dr. Allred. The motion carried.

Ms. Hamby made an announcement that she had followed up on the discussion about *electronic* meetings. She received some guidance from the UNC-CH School of Government about conference calls and that no action should be taken. She sent information to the Board of Health via email earlier today.

Administrative Reports

Board and Staff Updates

Monecia Thomas, Director, reminded the Board that Britt Hennings, Engineer, expressed his interest to leave the Board of Health in February. His term ends in October. Mr. Hennings would like to be excused earlier if a replacement could be found. Dr. Allred inquired if it could be any “Licensed Engineer” in any field of work and Ms. Thomas confirmed with a yes. For staff updates, Ms. Thomas noted this information would be discussed later under Health Director updates.

Section Reports

Each Health Department Management Team member was present to give their section report. Board of Health Program Updates were submitted by each Management Team Member in the Board packets prior to the meeting for the Board to review.

Following are excerpts from their reports.

WIC/NUTRITION:

- It was noted that the ~\$20,000 from the state for WIC has been reinstated. The YCHD will receive the funds.
- Dr. Snyder inquired if we had to recruit clients and if we see clients at locations other than at the WIC office. Joan Wagoner, WIC Director, explained that we advertise and promote the WIC program, but do not recruit clients and we only see clients at the WIC Office in the Health Department.
- Dr. Snyder also questioned if we pay for clients to come to WIC appointments and Ms. Wagoner explained that we do not. We do try to accommodate a client’s schedule and see them when they are here at the health department for other appointments. WIC does not provide client funding for transportation.

ENVIRONMENTAL HEALTH:

- Chuck Wood provided an update on the new Refund Policy. A question was asked about soil evaluations. If the soil is evaluated and it is found unsuitable, ½ of the refund can be provided.
- Mr. Wood reported to the Board that applications for the vacant Environmental Health Specialist position have been received and are being reviewed. Interviews will be scheduled soon.
- Ms. Thomas commended Mr. Wood on the excellent report that was submitted to the County supporting the need for an Environmental Health position to fill the vacancy.

HEALTHY YADKIN:

Ms. Hamby, Chairperson, congratulated Jessica Wall on the excellent score that was received for the SNS/TAR review.

CLINIC:

- Martha Powell reported that the Health Department had received half of the Komen Grant for April 1, 2012 through March 31, 2013.
- Ms. Powell also expressed concern over the vacant Lab Technician position and how the clinic staff is working with minimal staff.
- Ms. Powell informed the Board that the suspected case of Mumps was not confirmed.
- Dr. Snyder questioned how many labs are done per day/month. Dr. Snyder suggested that the Health Department contact LabCorp to see if they would be interested in providing a Lab Technician to work in the Lab. YCHD currently uses the State Lab, LabCorp and on-site services for laboratory services.
- Ms. Powell referenced that it was not cost effective to pay a nurse's salary to cover the Lab and that the Health Department would not be Cost Settled by Medicaid for the nurses' time spent working in the Lab. Medicaid will cost settle for the nurses' time in the clinic. The YCHD may receive ~\$140,000 in Medicaid Cost Settlement funds.
- A question was asked if other staff could be trained to work in the Lab. Ms. Thomas and Ms. Powell replied that no other staff (besides the clinic nurses) are able to be trained.

QUALITY ASSURANCE/QUALITY IMPROVEMENT:

- Monecia Thomas, Director, gave the QA/QI report.
- Ms. Thomas noted that Kristy Lowe, Hygienist is currently responsible for QA.
- Ms. Thomas reported that Lisa Ivester, RN and Chuck Wood are currently participating in a State QI project focused on Performance Measures for all local health departments in the state.

DENTAL:

- Trish Belton, Dental Supervisor, reported that all school screenings have been completed - ~500 with 78 referrals.
- Ms. Belton also mentioned that the Processing Assistant IV position at the dental clinic is still vacant.
- Ms. Thomas reported to the Board that Kate B. Reynolds (who provided the original dental clinic grant) had visited the Dental Clinic and mentioned the need for additional staffing, i.e., a 2nd hygienist and a 2nd assistant. At this time, no steps have been taken to request additional staff for the dental clinic.

CLERICAL/ADMINISTRATION/FINANCE:

- Clerical Supervisor, Trish Belton, referenced the Open House and stated that currently only one employee is responsible for the entire Business Office: answering the phone, checking patients in/out, filing, prepping charts, making the daily deposit, etc. Shannon Harris, Processing Assistant IV, has been given approval to move from the Dental Clinic to the

health department, but until the Dental Clinic position is filled, Ms. Harris is not able to transition to her new role.

- Ms. Belton also mentioned that the Administrative Report was through March 2012.
- Ms. Belton updated the Board of Health on the Identity Policy and that to date no one had refused to provide their photo ID, Social Security or ITIN Number.
- Ms. Belton, the current HealthCare Access Supervisor, and Ms. Hamby, the previous HealthCare Access Supervisor, provided information on the program and how clients are referred. Trena Southern, the Eligibility Coordinator, verifies eligibility and connects patients with providers. This initiative reduces emergency room use and provides people with needed healthcare. Yadkin County has the only satellite office in the region.
- Ms. Belton provided the Financial Report and reviewed the YTD Revenue Collected and the YTD Expenses.

Health Director – General Information and Updates:

General Information and Updates:

- Ms. Thomas reported to the Board of Health that General Aid to County funding is unrestricted State Funding and as previously reported was not in jeopardy of being cut by the State.
- Ms. Thomas and Commissioner Zachary informed the Board about SB433 which is a bill to Consolidate DSS and Health. Ms. Thomas recently viewed a Webinar from the NC School of Government. The webinar information was provided to the Board members in case they wanted to view it as well. If information is provided about a webinar recording, Ms. Thomas will distribute the information. Commissioner Zachary stated that at this time Yadkin County Board of Commissioners have had no discussion as to the direction they would take, if any, in regards to SB433.
- Ms. Thomas discussed with the Board that Accreditation Activity 30.10 requires documentation that the Board discussed no tobacco use within 50 feet of a Health Department building. Anne Watkins mentioned that the Board had discussed this previously, but at this time, no documentation has been identified to support the 50 feet designation.
- Ms. Thomas reported to the Board that she would like to go into detail regarding personnel and budget issues. Anne Watkins made a motion to enter into closed session referencing G.S. 143-318.11 (6), seconded by Commissioner Zachary. (*see Closed Session minutes*)
- After exiting the Closed Session, the board discussed the dental clinic. Ms. Thomas mentioned to the Board that she was looking for support to fill the vacant Processing Assistant IV position as well as maintain the dental clinic staff at 100% instead of the suggested 80% by the County Manager.
 - Ms. Thomas reported that the dental clinic was self sustaining
 - Anna Hamby, Chairperson, asked if any additional positions had been requested for the dental clinic to help increase revenue for the clinic. At this time, no additional staff have been requested.
 - Commissioner Zachary stated that the clinic was not self sustaining as it did not provide rent, building upkeep, maintenance, etc. Anne Watkins asked if other County

buildings were required to pay rent. Commissioner Zachary stated that other County Offices were not claiming to be self sustaining.

- Anna Hamby, Chairperson, raised the question again about having 2 Hygienists and 1 Dentist five days a week
- There was discussion about 2 dentists providing services 5 days per week, the follow-up care and services for patients in need of dentures.
- Ms. Thomas reported to the Board that she had contacted the Office of Rural Health to remain on their list as a site for dentists who are seeking positions.
- Upon exiting the Closed Session Anne Watkins made the motion for the Board of Health to support that the Health Director should be the person to set the staff structure and the need for the Lab Technician and Processing Assistant IV position at the Dental Clinic, seconded by Dr. Snyder. The motion carried with a 5-2 vote.

Yadkin County Board of Health Compensation

- Ms. Thomas shared with the Board an email from Lisa Hughes, Assistant County Manager, regarding increasing the Boards compensation. This change will be reflected in the Board of Health handbook. The Board discussed why the change, if the change had to be accepted and which tax forms may be needed. According to the email from Ms. Hughes, this is an IRS requirement. It was mentioned that some county Boards do not receive compensation. Anne Watkins stated she would rather the monies be given to the Health Department's budget rather than receiving compensation. Dr. Snyder stated he was surprised that compensation was provided.

Old Business

None

New Business

- **Consent Agenda: Budget Amendments**

Trish Belton, Administrative Officer, explained the Consent Agenda items.

Dr. Snyder made a motion to approve the budget amendments for EH Scanning, Dental Scanning and Administrative Equipment and Corrected Komen Funds for supplies and advertising, seconded by Ms. Watkins. Motion carried.

- **Laboratory Technician Position:** *See Closed Session minutes*
- **NC Action for Children Reports** - Ms. Powell discussed the NC Action for Children Child Health 2011 Data Report Card. Ms. Powell noted Dental Health (Grade C), Medicaid, Alcohol, Tobacco and Substance Abuse (Grade D). Ms. Powell also discussed the Yadkin County Child Health 2011 Report. She noted the median household income, elevated blood lead levels and the percentage of uninsured children. She noted that in Yadkin County, the health department is the only location for maternity care.
- **Health Director Job Description** – Ms. Thomas shared Office of State Personnel Health Director job descriptions with the Board. Ms. Thomas asked for a committee to be formed to

help create an official Health Director job description. Accreditation Activity 37.4 requires the BOH to review annually the Director's job description and update it as needed. The Board chose to not take action at this time.

- **Reproductive Health and Safety Curriculum** - Jessica Wall, Health Educator, presented the Reproductive Health and Safety curriculum developed by the NC School Health Training Center at Appalachian State University to the Board.
 - Dr. Allred asked where statistics and research were obtained that determined that 7th graders needed to know how to accurately use a condom. Ms. Wall answered that she would obtain that information and share it with the Board at a later date.
 - Dr. Allred also asked if this presentation had been shared with the Board of Health and the Board of Education. Anna Hamby, Chairperson, answered that yes the Board of Education had met previously with the Health Department to review and approve the curriculum.
 - Ms. Wall's presentation provided an overview of the curriculum.
 - For the 7th and 8th graders, the instruction covers 2 days.
 - For the 9th graders, the instruction covers 3 days
 - The School Health Training Center's curriculum that is taught has not been altered in any way. There are some parts that are deleted due to time constraints.
 - The curriculum is a result of the Healthy Youth Act of 2009.
 - Previously, the education was focused on abstinence only. Now contraception, sexual assault and abuse and physical, mental, emotional and social health are included.
 - The condom usage activity has been eliminated.
 - Handouts (NC Healthy Youth Act 2009/House Bill 88, NC STD Reports for Yadkin County and Yadkin County Resident Births for 2010 by Age of Mother and Birth Order for all Women) and powerpoints regarding the curriculum were distributed.
- **ANCBH Update** - Ms. Thomas shared the March 2012 ANCBH update.
- **Fee and Collection Policy and Budget Amendments** - Ms. Belton asked the Board to approve the changes to the Fee and Collection Policy and the four additional budget amendments.
 - The Fee and Collection Policy change reflects that fees will be based on the Medicaid Rate plus 20% or Cost whichever is greater.
 - Budget Amendment to increase retirement for Northwest Community Care Network
 - Budget Amendment for Motivational Interviewing: to accept the monies into the local budget in Nursing and Medical travel
 - Budget Amendment for Administration - additional monies needed to cover the cost of Retirement and Group Insurance
 - Budget Amendment for WIC Administration Retirement
 - It should be noted that several line items were miscalculated due to the fringes calculation that was used.

- Ms. Watkins made the motion to approve the Policy changes as written, seconded by Dr. Lynn Allred. Motion carried.
- Commissioner Zachary made a motion to approve the Budget Amendments, seconded by Ms. Watkins. Motion carried.
- With no further business to discuss Anne Watkins made the motion to adjourn, seconded by Commissioner Zachary. Motion carried.

Respectfully Submitted by:

Monecia Thomas
Health Director and Secretary to the Board

PB/mt